

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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December 7, 2004

FROM: **GERRY NEWCOMBE**, Deputy Administrative Officer
County Administrative Office

SUBJECT: **CAPITAL IMPROVEMENT REQUESTS AND SHORT TERM LEASES**

RECOMMENDATION: Receive list of County Administrative Office (CAO) approval of Capital Improvement Program (CIP) Requests and short-term leases for the period October 7, 2004 to November 6, 2004.

BACKGROUND INFORMATION: On November 7, 2000, the Board of Supervisors adopted County Policy No. 08-02-01, Leasing Privately Owned Real Property for County Use. Paragraph 2B of the policy provides that the CAO shall prepare a timely (but not less than monthly) agenda item to the Board listing the CAO's approval of CIP requests that authorize the commencement of any Formal Request for Proposal (Formal RFP), Solicitation of Proposal (SOP), and/or Short Term Proposal (STP) process for the lease of privately owned real property for County use and the approval of any STP leases pursuant to the STP process.

The following CIP requests were approved by the CAO to begin the next step in the process for the period October 7, 2004 to November 6, 2004.

<u>Date Approved</u>	<u>Location</u>	<u>Department</u>	<u>Sq. Footage</u>	<u>Process</u>	<u>Funding Source</u>
10/4/04	S.B.	County Counsel	150	STP	Dept'l Budget
10/21/04	S.B.	Auditor-Controller/ Recorder	7,230	SOP	General Fund Recording Revenue
11/2/04	Fontana – North	Transitional Assistance Dept.	29,720	RFP	90% Fed/State 10% Local Cost
11/2/04	Fontana – South	Transitional Assistance Dept.	29,720	RFP	90% Fed/State 10% Local Cost
11/2/04	S.B. – North	Transitional Assistance Dept.	26,340	RFP	90% Fed/State 10% Local Cost
11/2/04	S.B. – South	Transitional Assistance Dept.	26,340	RFP	90% Fed/State 10% Local Cost
11/2/04	Rialto	Dept. of Children's Services	10,060	SOP	90% Fed/State 10% Local Cost

There were no STP leases approved by the CAO for the period October 7, 2004 to November 6, 2004:

REVIEW AND APPROVAL BY OTHERS: This item has been reviewed by the County Administrative Office (Janet Lowe, Administrative Analyst) on November 29, 2004.

FINANCIAL IMPACT: None.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Gerry Newcombe, Deputy Administrative Officer (387-9046)

Record of Action of the Board of Supervisors

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